

Mission

The offices of the Clerk of Circuit Court, Clerk of Juvenile Court, Court Commissioner and the Register in Probate coordinate and manage the general legal, business, and financial operations of the Waukesha County Circuit Courts. The circuit courts are responsible for hearing and adjudicating all state, county and some municipal actions related to traffic, criminal, family, civil, juvenile and probate law. These matters are heard by state circuit court judges and county court commissioners. The collective goal of the Circuit Court Services departments is to support the operations of the courts and provide superior justice related services to all participants and the general public. The business services and responsibilities of the courts as defined by state statute, circuit court rules, and county policies include:

court case management and event tracking	court records management
court calendar management and scheduling	courtroom operations support
case related financial management and accounting	jury management
operating and capital budget management	security and facility coordination

Financial Summary

	1999*	2000 Adopted Budget	2000 Estimate (a)	2001 Adopted Budget	Change from 2000 Adopted Budget	
	Actual				\$	%
General Fund						
Personnel Costs*	\$4,633,204	\$4,580,084	\$4,578,380	\$4,842,562	\$262,478	5.7%
Operating Expenses*	\$1,375,347	\$1,335,635	\$1,381,969	\$1,400,605	\$64,970	4.9%
Interdept. Charges*	\$1,054,335	\$1,203,722	\$1,114,068	\$1,146,975	(\$56,747)	-4.7%
Fixed Assets	\$13,700	\$2,500	\$3,440	\$20,000	\$17,500	700.0%
Total Expenditures*	\$7,076,586	\$7,121,941	\$7,077,857	\$7,410,142	\$288,201	4.0%
General Government*	\$1,797,113	\$1,425,000	\$1,556,000	\$1,564,720	\$139,720	9.8%
Fine/Licenses	\$805,229	\$834,340	\$834,320	\$873,020	\$38,680	4.6%
Charges for Services	\$1,197,876	\$1,193,500	\$1,191,920	\$1,263,220	\$69,720	5.8%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$170,822	\$171,900	\$190,800	\$133,800	(\$38,100)	-22.2%
Total Revenues*	\$3,971,040	\$3,624,740	\$3,773,040	\$3,834,760	\$210,020	5.8%
Tax Levy*	\$3,105,546	\$3,497,201	\$3,304,817	\$3,575,382	\$78,181	2.2%

Position Summary (FTE) *

Regular Positions	103.75	104.75	104.75	104.75	0.00
Extra Help	2.29	1.11	1.03	1.63	0.52
Overtime	1.87	1.20	1.84	1.81	0.61
Total	107.91	107.06	107.62	108.19	1.13

* 1999 Actual amounts represent the transfer of Child Support financial and wage assignment activity to the Child Support Division in Corporation Counsel for budget comparison purposes.

The amounts below represent the shift of the following items:

	1999 Act.
Personnel costs.....	\$286,362
Operating Costs.....	\$64,700
Interdepartmental.....	\$16,200
Total Expenditures.....	\$367,262
IV-D Revenue	\$165,000
Net Tax Levy Shift.....	\$202,262

a) 2000 Estimated Operating Expenses may exceed the adopted amount due to greater than anticipated spending for psychological assessment required by Wisconsin state statute Chapter 51 for Involuntary Commitment cases. The department will request a funds transfer from another appropriation unit.

Departmental Objectives:**Clerk of Circuit Court Office**

1. Work with court officials, community partners and others to implement a Waukesha County court self-help program to ensure more efficient court processing and reduce staff time spent providing assistance to self-represented litigants (Critical Issue 1, Goal 2, 2000-2001).
2. Work with Waukesha judicial officials, the County Executive, County Board, Clerk of Circuit Court Association and County legislative delegation to review and develop state budget initiatives related to funding and operations of the court system (Critical Issue 1, Goal 3, 2000-2001).
3. Utilize technology advances in court operations to allow court officials access to real-time court reporting and allow for implementation of in-court case processing and calendaring with use of State provided software and hardware (Critical Issue 2, Goal 5, 2000-2001).
4. Explore records management initiatives to improve customer and user access to court documents and ensure efficient file tracking (Critical Issue 2, Goal 4, 2001).
5. Coordinate remodeling and development of courthouse space for Clerk of Court Administrative and Criminal/Traffic Divisions to provide for workflow and spacing efficiencies and security (Critical Issue 5, Goal 10, 2000-2001).
6. Coordinate current uses of court management software across all court divisions and provide expanded staff training on new versions of CCAP applications to maximize their skills and abilities (Critical Issue 2, Goal 5, 2001).
7. Consider re-engineering of work processes and responsibilities in Criminal/Traffic Division with the implementation of CCAP to ensure effective use of staff and resources (Critical Issue 3, Goal 6, 2000-2001).
8. Implement staff training programs in customer relations and intra-departmental training to improve customer service and job performance (Critical Issue 3, Goal 7, First Quarter, 2001).
9. Work with the Chief Judge, County Administration, and the Probate, Juvenile and Court Commissioner divisions to further consolidate administrative activities to ensure efficient court operations (Critical Issue 3, Goal 6, 2000-2001).
10. Explore opportunities to utilize e-business to provide more efficient and convenient service to external customers (Critical Issue 2, Goal 5, 2001).
11. Expand our new judge orientation program to include current judges as they rotate to a different division of the courts to familiarize them with divisional policies and procedures, and local rules (Critical Issue 1, Goal 1, 2000-2001).

Juvenile Court

1. Complete final updates to procedures as a result of the CCAP conversion (Critical Issue 1, Goal 1.1, Task 1.1, 1st quarter of 2001).
2. Provide staff with continuing education for CCAP training to maintain or increase their levels of skill (Critical Issue 1, Goal 1.1, Task, 1.2, 1st through 4th quarter of 2001).
3. Review workflow processes to determine how CCAP can best help staff to become more efficient in providing better services to customers (Critical Issue 2, Goal 2.1, Task 2.3, 1st through 4th quarter of 2001).
4. Upgrade phone equipment and/or telecommunications software to provide better customer services and to allow staff to be more efficient (Critical Issue 2, Goal 2.2, 1st quarter of 2001).

Court Commissioners and Family Court Counseling

1. Work with Clerk of Court staff, Circuit Court Judges, and Facilities staff to complete the renovation of Commissioner hearing rooms and offices on the 2nd floor of the Courthouse. Ensure that customers are able to find the correct hearing locations and that all court proceedings are completed as scheduled (Critical Issue 1, Goal 1.1, Qtr 3, 2000 thru Qtr 2, 2001).

2. Work with the Chief Judge, Clerk of Court staff, the local BAR association, and external consultants to create "Pro Se" (or self-represented) forms and instructions, and modify existing procedures to provide for maximum use of a court self-help center, once established (Critical Issue 1, Goal 1.3, Qtrs 1-4, 2001).
3. In June 2000, the County Executive appointed representatives from Circuit Court Services, Health and Human Services, Public Defender and Information Systems to study possible uses of video conferencing technology. The work group identified the Mental Health Center and Intake Court as pilots for implementing the use of video court appearances. The department will implement a video conferencing system in 2001 (Critical Issue 2, Goal 2.4, Qtr 3, 2000 thru 2001).
4. Partner with Information Systems staff to explore options for developing a client and activity database in order to manage Family Court Counseling operations more effectively. An automated system will allow for improved tracking of mediation or custody/placement studies in individual cases and performance in resolving disputes (Critical Issue 2, Goal 2.2, Qtr 3, 2000 thru 2001).

Register in Probate

1. Review and modify plans for remodeling of Register in Probate Office to fit department's functions (Critical Issue 1, Goal 1.1, 2000-2001).
2. Review work flow in newly remodeled offices for possible modification or adjustment of procedures to best utilize new space (Critical Issue 1, Goal 1.1, 2001-2002).
3. Review use of document imaging in Waukesha County departments and Register in Probate offices in Wisconsin to determine feasibility for office (Critical Issue 1, Goal 1.2, 2000-2001).
4. Develop web site for Register in Probate office and evaluate its usage (Critical Issue 1, Goal 1.3, 2000-2001).
5. Develop and present educational programs for guardians in Waukesha County (Critical Issue 2, Goal 2.1, 2000-2001).
6. Begin development of educational program for personal representatives and trustees at a cost of \$1,000 (Critical Issue 2, Goal 2.2, 2001-2003).
7. Monitor the status of the movement to repeal the Federal Estate Tax and the potential impact this may have on department functions.

Major Departmental Strategic Achievements in 2000:**Clerk of Circuit Court Office**

1. Developed an orientation program for new Circuit Court Judges and Court Commissioners.
2. Completed a successful transition in Chief Judge for the Third Judicial District.
3. Implemented the use of a customer service survey in Clerk of Circuit Court offices to improve customer satisfaction with departmental services.
4. Completed an action plan to guide the development of a courts self-help program through participation in a State Justice Institute workshop.
5. Coordinated activities related to the remodeling of a courtroom, hearing rooms and associated spaces on the 2nd floor of the courthouse.
6. Completed the planning for and implementation of CCAP in the Criminal/Traffic Division, including activities related to the conversion from IJIS to CCAP, integration with the Sheriff and District Attorney offices, and the development of revised work processes, and associated policies and procedures.
7. Implemented the use of mandatory State court forms in all divisions of the circuit courts.
8. Worked with criminal justice professionals, the county's consultant, and the Waukesha County judges and commissioners to identify circuit court needs in the study of County justice facilities.
9. Completed the coordination of accounts receivable management activities with the Circuit Court judges and Department of Administration. Developed local rules and procedures for determining ability to pay, establishing payment agreements, referring and collecting delinquent accounts, and recommending enforcement actions.
10. Completed strategic technology initiatives including network upgrades, courthouse cabling, equipment upgrades, webpage redesign, sound system planning and installation, and set-up and support for in-court case processing.

Juvenile Court

1. CCAP conversion was successfully implemented, as was the interface between Juvenile Court, the District Attorney, Corporation Counsel and Human Services.
2. Preliminary CCAP training was completed by the Juvenile Court staff.
3. Juvenile Court's website was completed.
4. The number of victims who received restitution payment in full was increased.

Court Commissioners and Family Court Counseling Services

1. Installation of computer hardware and case management software in Family Court Commissioner hearing room has allowed parties to review written court orders as they are created which has led to an increase in efficiency and a high degree of customer satisfaction.
2. Renovation of second floor court commissioner hearing rooms has been planned and initiated to create more hearing room and office space which is more conducive to commissioner needs and should result in increased efficiency and improved customer services.
3. The mediation pilot program in small claims cases was successfully implemented in cases where both litigants were self-represented, however the program will not reach its full potential until all small claims cases can be referred. This program will be reviewed again in the summer of 2001.
4. Access to court management applications by Family Court Counseling staff has allowed for increased interaction with Clerk of Court staff, improved coordination with court schedules, reduced the need for continuances and assists counselors in managing their time when not in court.
5. Expanded use of the parent education seminar, Helping Children Cope with Divorce (now known as the TransParenting) to all divorce cases. Assisted the Family Services Agency of Waukesha develop their co-parenting program.
6. Implemented a dedicated fax line and e-mail mailboxes for use by counselors to increase their accessibility to the public and attorneys.

Register in Probate Office

1. Presented educational programs to guardians on their roles and responsibilities, and on annual accounting procedures.
2. Revised printed materials given to new guardians to assist them in understanding their duties.
3. Coordinated county-wide "Life-Planning 2000" programs to encourage the use of powers of attorney to avoid guardianships.
4. Set up system to work one-on-one with guardians struggling with annual accounting.
5. Provided staff with additional training on annual account auditing.
6. Developed new state Probate forms for mandatory use in all Wisconsin counties as required by Supreme Court rule and state statute.
7. Completed local rules for the Probate Court Division of the Waukesha County Circuit Court.

Current And Proposed Capital Projects

Proj. #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 00	Estimated Operating Impact (a)	A=Annual T= One-Time
9819	Justice System Redevelopment (b)	2000	\$1,515,000	100%	\$6,000	A
9718	Cthse Sound System upgrade	2001	\$285,000	95%	\$500	A
9704	Cthse Courtroom Remodeling (c)	2001	\$1,106,127	75%	\$0	A
9509	Cthse and Admin Bldg Remodel (a)	2002	\$2,232,557	0%	\$0	A

Refer to Capital Project Summary for additional project information.

- (a) Courts component of this project coordinated with Corporation Counsel and Facilities Management.
- (b) Courts component of this project coordinated with Information Systems.
- (c) Project coordinated with Facilities Management.

Clerk of Courts-Administrative Services Division

Program Description

Direct the general operation of the criminal/traffic, family, and civil/small divisions of the Clerk of Circuit Courts office. Coordinate fiscal and budgetary operations of the office and direct the receipt and disbursement of all court ordered fine and forfeiture obligations and trust funds. Coordinate juror qualification and service for all 12 circuit courts. Coordinate information technology services, computer network support, and all CCAP hardware and software maintenance for all court services units. Coordinate facility planning and capital project management for court operations. Provide strategic planning and project management assistance to court divisions.



Performance Measures	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Juror Satisfaction Rating (Department Goal = 90%)	94%	95%	95%	95%	0%

Staffing (FTE)	9.58	9.08	9.08	9.16	0.08
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Personnel Costs	\$483,088	\$492,933	\$481,689	\$517,783	\$24,850
Operating Expenses	\$70,227	\$114,700	\$106,550	\$99,935	(\$14,765)
Interdept. Charges	\$111,392	\$155,720	\$137,700	\$83,386	(\$72,334)
Fixed Assets	\$9,502	\$2,500	\$0	\$0	(\$2,500)
Total Expenditures	\$674,209	\$765,853	\$725,939	\$701,104	(\$64,749)
General Government	\$1,084,780	\$1,005,000	\$1,126,000	\$1,135,000	\$130,000
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$274,504	\$250,000	\$270,000	\$290,000	\$40,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$86,812	\$105,000	\$125,000	\$66,000	(\$39,000)
Total Revenues	\$1,446,096	\$1,360,000	\$1,521,000	\$1,491,000	\$131,000
Tax Levy	(\$771,887)	(\$594,147)	(\$795,061)	(\$789,896)	(\$195,749)



Program Highlights

As a result of conversion to the state Circuit Court Automation Program (CCAP), county costs for computer hardware, software licensing, and software support operating expenses have been reduced by \$11,725 and reallocated to other cost centers of the Court Services budget.

An overall reduction of \$72,334 in interdepartmental charges results from the transfer to the Criminal/Traffic and Family divisions of \$80,000 in DOA collection service charges for Guardian Ad Litem, delinquent fine and forfeiture, and bail forfeiture recoveries. All Records Management charges for non-microfilming services have been centralized in this division's budget to better coordinate management and reporting.

No direct expenditures are budgeted, but in-kind contributions in the form of staff time, work space, equipment and supplies are identified to support the start-up of a Court Self-Help Program beginning in the Family Division. Primary funding for contracted personnel costs related to the initial program development comes from the first year of a grant received through Wisconsin Correctional Services. Grant funds will be used to hire a program coordinator to develop the program, help create the necessary forms and information, coordinate internal and external resources, and establish performance measures.

General government revenues include a \$129,000 increase in state funding through the Circuit Court Support Grant which is offset partially due to a revenue reduction of \$39,000 in interest earnings which occurred in FY 2000. Previously all fine and forfeiture payments were held in trust until payment in full was made. Under CCAP, after a case is disposed, all payments are now distributed in the month they are made.



Activity	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Network Users Supported	124	124	127	125	1
Equipment Supported	210	224	224	224	0
Dept Funds Processed	\$13.9 mil	\$13.0 mil	\$14.2 mil	\$14.7 mil	\$1.7 mil

Clerk of Courts-Criminal & Traffic Division

Program Description

Direct and coordinate court support and record management services for all criminal and traffic related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all felony, misdemeanor, criminal/traffic, and traffic/ordinance cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for fines, forfeitures, restitution, and bail as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.



Performance Measures	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Case Clearance Rates					
Felony	95%	100%	101%	100%	0%
Misdemeanor	106%	105%	103%	100%	-5%
Criminal Traffic	102%	100%	104%	105%	5%
Traffic Forfeiture	98%	100%	99%	100%	0%
Ordinance	100%	100%	115%	100%	0%

Staffing (FTE)	33.92	34.25	34.89	33.61	-0.64
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Personnel Costs	\$1,165,481	\$1,243,163	\$1,276,317	\$1,301,554	\$58,391
Operating Expenses	\$340,275	\$347,490	\$367,600	\$366,344	\$18,854
Interdept. Charges	\$470,694	\$570,327	\$501,850	\$552,360	(\$17,967)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$1,976,450	\$2,160,980	\$2,145,767	\$2,220,258	\$59,278
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$756,272	\$784,020	\$784,500	\$823,000	\$38,980
Charges for Services	\$334,999	\$330,000	\$305,161	\$321,000	(\$9,000)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$24,178	\$4,500	\$3,500	\$4,500	\$0
Total Revenues:	\$1,115,449	\$1,118,520	\$1,093,161	\$1,148,500	\$29,980
Tax Levy	\$861,001	\$1,042,460	\$1,052,606	\$1,071,758	\$29,298



Program Highlights

Personnel costs increase \$58,391 or 4.7% mostly due to overtime increases of \$15,000 to provide opportunities for supplemental CCAP application training. As a result of our CCAP conversion, this unit has been able to initiate a number of business efficiencies which has enabled the department to abolish a Clerk Typist II position and create a Deputy Clerk of Court position to fulfill a key business need. The net fiscal impact of this change is approximately \$4,000. The new Deputy Clerk position will be assigned to, and reflected in Civil Division.

A \$15,000 decrease in operating expenses for court ordered psychological evaluations has been offset by a \$18,250 increase for court appointed attorneys for defendants who are denied public defender representation but are considered indigent by the court. The department would like to see changes made in the statutory responsibilities and budget of the state Public Defender to require them to coordinate and provide all indigent and partial indigent legal services.

Interdepartmental Charges have been reduced by \$18,000. This change reflects an increase of \$33,000 related to DOA-Collections Services charges that are offset by reductions in microfilming charges (\$25,000) following completion of our backlog project, and a reduction in court security costs based upon usage patterns over the past several budgets. The department anticipates continued increases in receivables collection rates due to improved payment policies and better coordination of delinquent collections with DOA.



Activity	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Avg Daily Transaction Vol.	126	135	135	140	5
Avg. Daily Payment Receipts	\$19,124	\$18,500	\$20,500	\$21,000	\$2,500

Clerk of Courts-Family Division

Program Description

Direct and coordinate court support and record management services for all family related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all divorce, paternity, custody/visitation, and support enforcement cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.



Performance Measures	1999* Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Case Clearance Rates					
Divorce/Separation	95%	100%	95%	95%	- 5%
Paternity	102%	100%	100%	100%	0%
Support Enforcement	122%	100%	100%	100%	0%

Staffing (FTE)*	11.28	11.28	11.28	11.33	0.05
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Personnel Costs	\$676,158	\$410,914	\$404,885	\$426,713	\$15,799
Operating Expenses	\$224,522	\$171,444	\$167,775	\$165,959	(\$5,485)
Interdept. Charges	\$219,882	\$211,734	\$206,150	\$230,998	\$19,264
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$1,120,562	\$794,092	\$778,810	\$823,670	\$29,578
General Government	\$593,167	\$282,600	\$286,730	\$281,100	(\$1,500)
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$118,434	\$110,500	\$116,539	\$126,500	\$16,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$650	\$1,500	\$1,500	\$2,000	\$500
Total Revenues:	\$712,251	\$394,600	\$404,769	\$409,600	\$15,000
Tax Levy	\$408,311	\$399,492	\$374,041	\$414,070	\$14,578

* 1999 actuals have been restated to reflect the transfer of Child Support financial services and wage assignment activity to the Child Support Division in Corporation Counsel.



Program Highlights

In 2001, the first phase of the Court Self-Help program will focus on Family Division activities. Under the direction of an interdisciplinary team led by the Chief Judge and the Clerk of Circuit Court, the program will strive to create a self-help environment that reinforces litigant initiative and self-reliance. The program will provide services intended to result in more efficient processing of court cases, more uniform and centralized court information, reduction in one-on-one staff time, and successful diversion to mediation. Future phases may address growing self-represented case loads in small claims, probate, and guardianship matters.

The \$5,485 decrease in operating expenses reflects a \$5,000 reduction in court ordered psychological evaluations. Instead, judges are more frequently assigning and resolving difficult cases with input from Family Court Counseling staff.

Although case filings in the Family Division have not dramatically increased, judicial and staff workloads continue to escalate as a result of an increase in post-judgement motions and hearings on the existing base of cases. An attempt is being made this year to track and quantify this trend.

The increase in Interdepartmental charges includes a \$38,200 increase in DOA Collections charges which are now budgeted in this cost center to better correspond to where the service recovery revenues are reflected. This increase is offset by a reduction in our budgeted microfilm costs.

Clerk of Courts-Civil Division

Program Description

Direct and coordinate court support and record management services for all Civil division case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all large claims and small claims cases, and temporary restraining orders involving domestic or child abuse, or harassment cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.



Performance Measures	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Case Clearance Rates					
Large Claim	101%	95%	95%	100%	0%
Small Claim	102%	95%	95%	97%	2%
Restraining Order	100%	100%	100%	100%	0%

Staffing (FTE)	19.05	19.05	19.05	20.19	1.14
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Personnel Costs	\$683,886	\$721,152	\$715,563	\$801,150	\$79,998
Operating Expenses	\$140,340	\$159,625	\$144,037	\$155,125	(\$4,500)
Interdept. Charges	\$101,040	\$99,970	\$103,520	\$116,060	\$16,090
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$925,266	\$980,747	\$963,120	\$1,072,335	\$91,588
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$2,380	\$3,000	\$2,800	\$3,000	\$0
Charges for Services	\$223,650	\$215,000	\$217,000	\$233,000	\$18,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$15,196	\$7,500	\$9,500	\$10,000	\$2,500
Total Revenues:	\$241,226	\$225,500	\$229,300	\$246,000	\$20,500
Tax Levy	\$684,040	\$755,247	\$733,820	\$826,335	\$71,088



Program Highlights

The Personnel costs increase in this division reflects \$40,553 for the creation of a Deputy Clerk of Court position which was offset by the savings related to the abolishment of a Clerk Typist II position in the Criminal/Traffic division. The addition of a Deputy Clerk of Court position to the pool of in-court deputies will provide for court support resources for each judicial court official.

Under the small claims mediation pilot project a significant number of pro se cases were successfully diverted to mediation. However, in order for this project to create significant cost savings and case management efficiencies, an expanded base of cases must be considered for diversion. A decision will be made in 2001 on whether continued funding will be requested for this activity.

Interdepartmental expenditures reflect a \$16,400 increase in court security usage in civil (domestic abuse and harassment cases) and small claims cases.



Activity	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Passports issued through the Clerk of Courts Office	1,257	1,050	1,200	1,300	250
Domestic Abuse, Child Abuse and Harassment Filings	484	490	505	520	30

Juvenile Court

Program Description

Provides for the administrative and financial management of all Departmental operations and responsible for the collection and disbursement of victim restitution, court fines/fees and other administrative charges as ordered by the court and in accordance with state and federal regulations. Performs all court related activities of juvenile matters per Chapters 48, 51 and 938 of Wisconsin Statutes. These activities include: accepting petitions/citations for case initiation; scheduling hearings; preparing court orders; and collecting and dispersing restitution at the conclusion of a case. Collects all costs, fines, fees and assessments for proper distribution to the state, county and local municipalities. Captures and maintains all required case data relative to case filings for forwarding to various state agencies for reporting purposes.



Performance Measures	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
% of Restitution paid in full in:					
0-3 months	(27) 18%	(34) 25%	(29) 18%	(29) 18%	- 7%
4-6 months	(41) 27%	(34) 25%	(38) 24%	(38) 23%	- 2%
7-9 months	(48) 32%	(24) 18%	(40) 25%	(40) 24%	+ 6%
10-12 months	(34) 23%	(14) 10%	(43) 27%	(48) 29%	+ 19%
Over 12 months	(0) 0%	(30) 22%	(10) 6%	(10) 6%	- 16%

Staffing (FTE)	10.20	10.02	10.02	10.13	0.11
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Personnel Costs	\$344,818	\$367,646	\$365,382	\$388,284	\$20,638
Operating Expenses	\$241,734	\$206,180	\$207,266	\$209,561	\$3,381
Interdept. Charges	\$99,812	\$103,590	\$103,757	\$98,505	(\$5,085)
Fixed Assets	\$2,673	\$0	\$0	\$0	\$0
Total Expenditures:	\$689,037	\$677,416	\$676,405	\$696,350	\$18,934
General Government	\$75,000	\$81,100	\$85,155	\$86,820	\$5,720
Fine/Licenses	\$1,857	\$2,320	\$2,020	\$2,020	(\$300)
Charges for Services	\$14,158	\$16,000	\$10,720	\$10,720	(\$5,280)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$1,462	\$3,400	\$1,300	\$1,300	(\$2,100)
Total Revenues:	\$92,477	\$102,820	\$99,195	\$100,860	(\$1,960)
Tax Levy	\$596,560	\$574,596	\$577,210	\$595,490	\$20,894



Program Highlights

Increases in Operating Expenses budgeted to cover the expense of new phone equipment, the purchase of pre-numbered file folders, and a projected \$2,000 increase in Guardian ad Litem expense resulting from greater anticipated need for services based upon those cases that the court is required to appoint counsel.

Interdepartmental charges for microfilming have been reduced by \$7,068 as a result of efforts to eliminate the backlog of records and maintain current on file filming.

Budgeted charges for service revenue has been reduced by \$5,280 to reflect a statutory change that eliminated the filing fee for Termination of Parental Rights (TPR) cases.



Activity	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Number of cases which restitution is paid in full	150	136	160	165	29

Family Court Counseling Services

Program Description

The Family Court Counseling Service office advocates for the best interest of children whose parents are involved in divorce and paternity actions. Staff provides evaluation and mediation services to assist the case parties and the court in resolving custody and physical placement disputes.



Performance Measures

	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Mediation and Study requests handled by Counselors	855	1,000	1,032	1,050	50
Percentage of cases resolved through mediation	54%	N/A	57%	59%	N/A

Staffing (FTE)	7.50	7.00	7.00	7.00	0.00
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Personnel Costs	\$354,388	\$375,369	\$350,617	\$371,422	(\$3,947)
Operating Expenses	\$8,389	\$8,900	\$11,185	\$19,800	\$10,900
Interdept. Charges	\$8,824	\$11,624	\$11,649	\$14,938	\$3,314
Fixed Assets	\$1,525	\$0	\$3,440	\$0	\$0
Total Expenditures:	\$373,126	\$395,893	\$376,891	\$406,160	\$10,267
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$44,720	\$45,000	\$45,000	\$45,000	\$0
Charges for Services	\$93,333	\$117,000	\$117,500	\$121,000	\$4,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$138,053	\$162,000	\$162,500	\$166,000	\$4,000
Tax Levy	\$235,073	\$233,893	\$214,391	\$240,160	\$6,267



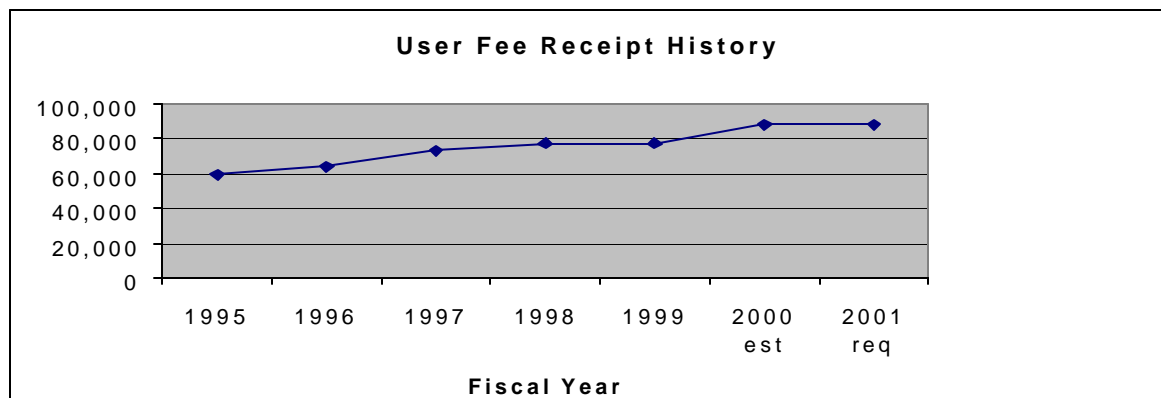
Program Highlights

Operating expenditures reflect a \$5,250 increase in Office Equipment for the purchase of two modular work units for staff use.

The 1999-2001 state budget did not provide for an increase in the statutory fee for custody studies or placement evaluations, however budgeted revenue has increased by \$4,000 due to more case participants using the services of the Family Court Counseling staff each year.



Activity



Court Commissioners

Program Description

Court Commissioners are directed by the Circuit Court Judges to facilitate the judicial process through the exercise of quasi-judicial authority in matters authorized by statute.



Performance Measures

Percent of Small Claims Cases diverted and resolved through mediation

	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
	6%	10%	6%	10%	0%

Staffing (FTE)	8.00	8.00	8.00	8.00	0.00
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Personnel Costs	\$623,284	\$661,494	\$670,409	\$700,789	\$39,295
Operating Expenses	\$29,016	\$31,600	\$28,700	\$31,500	(\$100)
Interdept. Charges	\$7,746	\$7,346	\$8,021	\$7,714	\$368
Fixed Assets	\$0	\$0	\$0	\$20,000	\$20,000
Total Expenditures:	\$660,046	\$700,440	\$707,130	\$760,003	\$59,563
General Government	\$18,166	\$20,000	\$20,000	\$20,000	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$18,166	\$20,000	\$20,000	\$20,000	\$0
Tax Levy	\$641,880	\$680,440	\$687,130	\$740,003	\$59,563



Program Highlights

Operating expenditures have been reduced as a result of the elimination of \$2,400 for on-line legal research expenditures previously shared with the Corporation Counsel's Office which will now be coordinated with Clerk of Courts Administrative Services.

Participation in internal state-wide continuing legal education and training through the Court Commissioner organization in place of more expensive external programming has reduced our overall training and education expenses by \$800.

In the future, a modified small claims mediation program, which requires mandatory mediation for all cases, may be attempted in order to reduce the amount of resources and commissioner time committed to these cases. Court Commissioners will work toward this goal in 2001, in cooperation with the Clerk of Court Office, the County Bar Association, and the Mediation Center of Waukesha County.

The Court Commissioners' office is budgeting \$25,000 in 2001 for establishing a video conferencing capability within the Courts. Funding is composed of \$20,000 of fixed assets and \$5,000 for contracted services in the operating appropriation. This effort is coordinated with the Juvenile Court and the Human Services department. Human Services is also budgeting \$25,000, for a total program cost of \$50,000. The goal of this effort is to reduce patient/defendant transport costs and improve the efficiency of certain mental competency and juvenile hearings.



Activity

	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Probate hearings conducted	N / A	1,600	1,600	1,600	0
Juvenile hearings conducted	2,521	2,750	2,600	2,750	0
Divorce hearings conducted	809	1,200	1030	1200	0
Paternity hearings conducted	987	1,300	1350	1400	100
Domestic Abuse TRO* hearings conducted	329	300	375	400	100
Small Claims case dispositions	2,632	2,500	2,100	2,500	0
Criminal/Traffic case dispositions	14,767	15,000	15,500	16,000	1000

* Temporary Restraining Orders

Register in Probate

Program Description

This office coordinates the judicial activities, administrative functions and financial management of the Probate Court including the opening, closing, maintenance and preservation of all files dealing with probate proceedings. This includes estate proceedings, trusts, adult guardianships and protective placements, adult adoptions, adult civil commitments, and juvenile guardianships of the estate. These cases are maintained in accordance with federal and state law, and county policies and procedures.



Performance Measures	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Accts Outstanding on 6/30					
Guardian of Person	20	0	7	0	0
Guardian of Estate	177	140	129	115	-25
Guardian of Both	191	160	175	150	-10
Trust Accounts Outstanding	313	NA	188	175	NA
Staffing (FTE)	8.38	8.38	8.30	8.77	0.39

Personnel Costs	\$302,101	\$307,413	\$313,518	\$334,867	\$27,454
Operating Expenses	\$320,844	\$295,696	\$348,856	\$352,381	\$56,685
Interdept. Charges	\$34,945	\$43,411	\$41,421	\$43,014	(\$397)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$657,890	\$646,520	\$703,795	\$730,262	\$83,742
General Government	\$26,000	\$36,300	\$38,115	\$41,800	\$5,500
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$138,798	\$155,000	\$155,000	\$161,000	\$6,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$42,524	\$50,000	\$50,000	\$50,000	\$0
Total Revenues:	\$207,322	\$241,300	\$243,115	\$252,800	\$11,500
Tax Levy	\$450,568	\$405,220	\$460,680	\$477,462	\$72,242

Program Highlights

An increase in Extra Help (0.50 FTE) reflects funding of an initiative for an accounting intern for the Register in Probate. This intern will assist with the auditing of the guardian and trust annual accounts.

The operating expenses budget reflects a \$70,000 increase in medical services due to the increased number of court ordered psychiatric evaluations in Civil Commitment cases. From 1998 to 1999, filings for Civil Commitments increased by 26%. It is projected that the filings will increase another 24% in 2000 and 27.7% in 2001.

The Register in Probate office presented educational programs on the roles and responsibilities of a guardian and on how to prepare a guardian's annual account. The department believes that these programs contributed to the 20% decrease from 1999 to 2000 in the number of guardianship annual accounts outstanding on June 30.

A new program, called "Life Planning 2000," was initiated by the office with the Waukesha County Probate Bar Association. This program encourages individuals to think about, discuss, and execute a power of attorney for health care. By doing so, the individual can notify family and friends of his or her health care desires, and could potentially avoid the need for a guardianship at a future date. It is hoped that Waukesha County will benefit from this program through a decrease in the number of guardianships filed for county residents. Presentations were made to the general public, civil, social, and religious organizations. Costs for the program are photocopies, the "Life Planning 2000" brochure (\$1.00 each), and postage. All speakers are volunteering their time to make the presentations.



Activity	1999 Actual	2000 Budget	2000 Estimate	2001 Budget	Budget Change
Estates Opened	813	875	820	825	-50
Trusts Opened	26	30	30	30	0
Guardianships Opened	184	210	232	230	20
Adoptions Opened	10	5	16	12	7
Civil Commitments Opened	917	900	1,140	1,150	250
Probate Hearings Held	2,488	2,550	2,914	2,900	350
Guardianship Annual Filings	1,416	N/A	1,396	1,400	NA
Trust Annual Filings	492	N/A	472	475	NA